



TAXATION

October 2000 Edition



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1. THE SERVICE

Taxation Magazine is updated weekly and brings you expert articles and commentary from the world of taxation.

Your service includes the following sections:

- Comment. Expert commentary on recent issues of interest.
- News. The latest in taxation news.
- Feedback. Readers express their views.
- Main Articles.
- Tax Cases. Tax Cases of impact.
- Tax Tribunals. Tribunals of interest to the taxation practitioner.
- Product Reviews. Reviews of recently released taxation related products.
- Loose Ends. Following up items of interest.
- Readers Forum. Answers to readers questions.
- Information Items. Useful Addresses and other information.
- Job Search. Wide coverage of the recruitment market for tax professionals.

2. OPENING THE SERVICE

To access the Taxation service, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click Tax Services, pictured below.



On the following screen, select 'taxation' as shown below



On the following screen, enter your username and password into the 'log on' screen as appears below.

Please provide your user name and password in the boxes below:

User name:

Password:

The subsequent screen will be the Taxation Homepage, shown below.

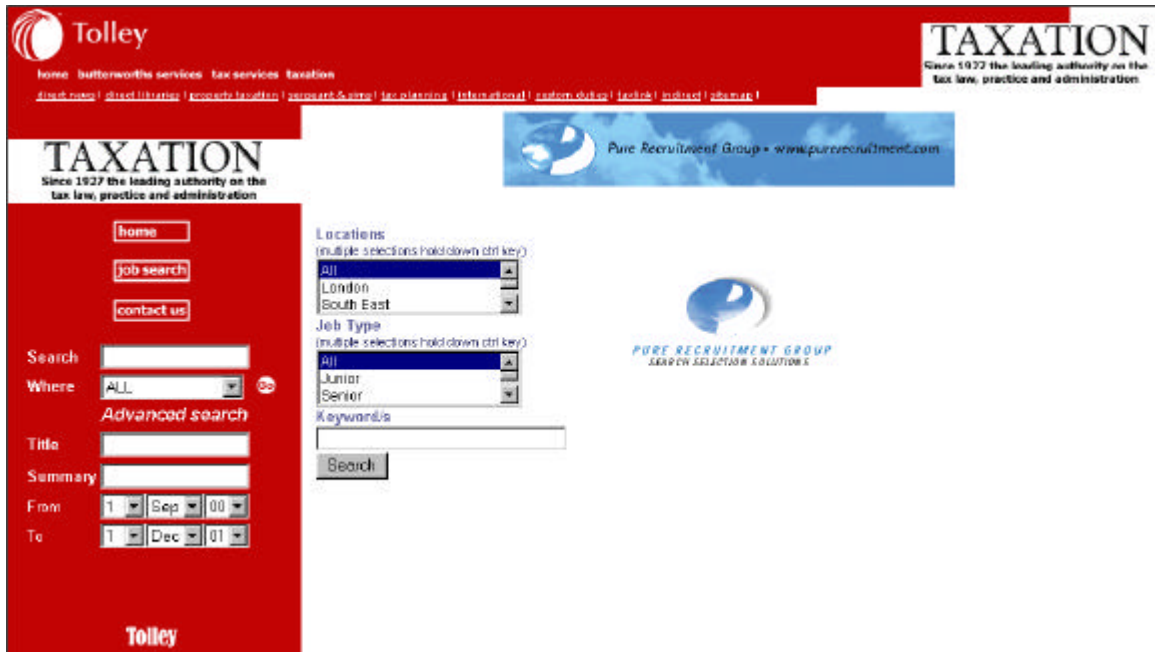
The screenshot shows the Butterworths Tolley Taxation homepage. At the top left is the Tolley logo. Below it is a navigation menu with links: home, butterworths services, tax services, taxation. To the right is the "TAXATION" logo with the tagline "Since 1927 the leading authority on the tax law, practice and administration". Below the logo is a search bar and a "job search" button. The main content area features a large yellow banner for "2001 Butterworths Tolley Tax Conferences" with the text "Volume 147, No 3822" and "30th August 2001". Below the banner are several red buttons for navigation: Comment, News, Feedback, Main Articles, Tax Cases, Tax Tribunals, Product Reviews, Loose Ends, Readers Forum, and Information Items. At the bottom center is a "Job Search" button. The footer contains the Tolley logo.

It is also possible to access the job search section of the site directly from the Tax Services page. Follow the instructions to get to the Tax Services page (shown above)

and then click on the Tax Job Search button as shown below:



The subsequent screen will be the Job Search section of the Taxation website, shown below.



3. UNIQUE FEATURES

3.1 NAVIGATION BAR

To aid navigation between the sections of the service, a common navigation bar, integrated at the top of each section can be used, pictured below.

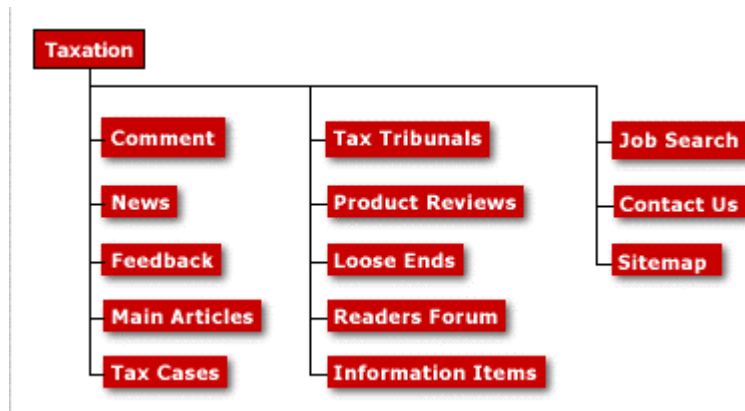


To access any service, at any time, left click the appropriate heading once.

3.2 SITEMAP

Users may also navigate Taxation by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

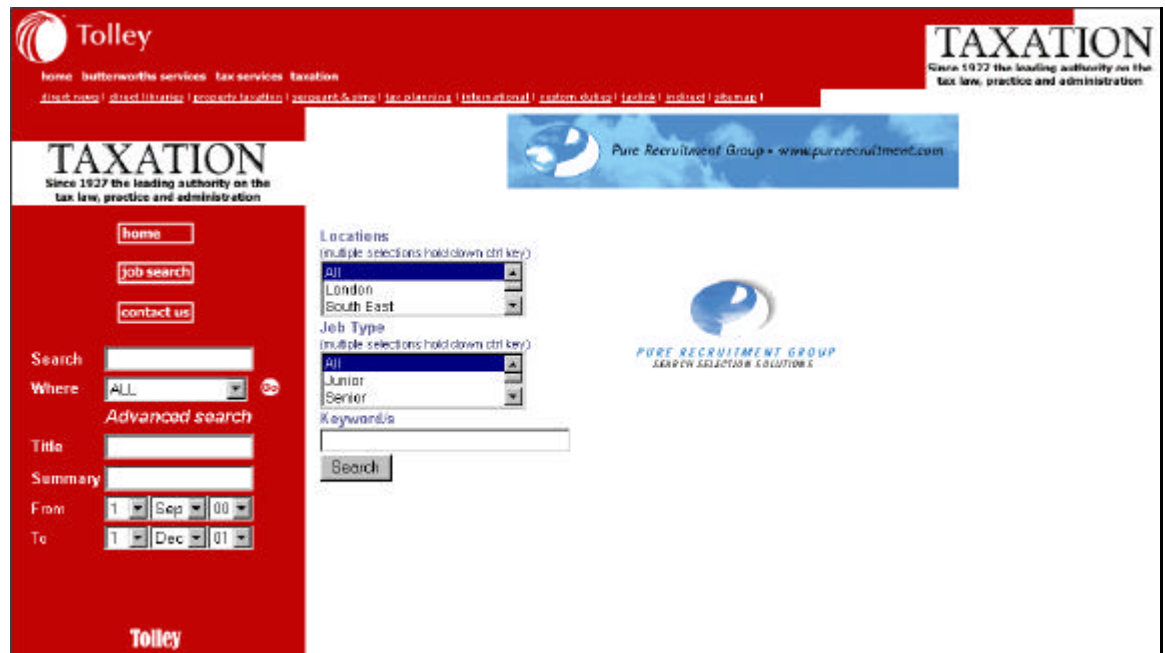
The Taxation sitemap is shown below. Areas can be accessed by left clicking on the required section.



3.3 JOB SEARCH

Job Search can be accessed directly from the Tax Services page (see section 2, Opening the Service), from the buttons on the front page of the Taxation site or from the Navigation bar on the left of the screen.

Once you have entered the Job Search area of the site the first screen asks you to select some information to narrow down the search criteria.



Locations. Select the location you wish to restrict your search to. Use the Ctrl key to select more than one location. Select 'All' if you wish to search all locations.

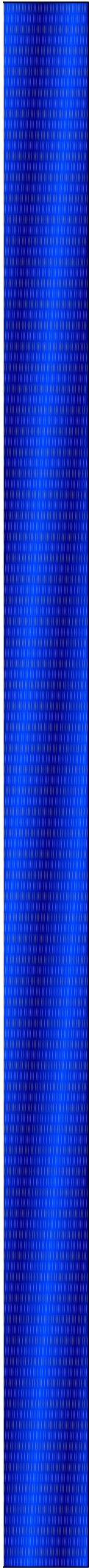
Job Type. Select the type of job you wish to search for. Use the Ctrl key to select more than one type. Select 'All' if you wish to search all job types.

Keyword/s. Narrow the search by selecting specific keywords you are interested in.

Click on the Search button when are finished selecting your criteria. The next screen you see will be the results screen. An example result is shown below:

Company / Advertiser	Location	Salary	Posted
Employment Taxes Assistant Hays Taxation Personnel	North East	£17,000 & Study Support & Benefits	29 Sep 00

Each result is divided by Job Title. The job title may be blue and underlined. This is a hyperlink. Left click the hyperlink to display more information on the selected job.



The results are broken up into four sections:

Company/Advertiser – the company or advertiser which is offering the job.

Location – where the job will be situated.

Salary – Salary and other additional benefits.

Posted – date when job was put onto the market.

4. OTHER INFORMATION

5.1 EDITORIAL

If you have a query about the content of the Taxation service, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Taxation so please feel free to contact us.

4.2 TECHNICAL SUPPORT

Telephone support is available during normal working hours (09 00 – 17 00 GMT)

Tel: (44) 0845 305 0500 Fax: (44)01483 257917

To assist the help line in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

09 00 – 17 00 Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.co.uk

4.3 CUSTOMER SUPPORT

Butterworths Direct Help line is available from Monday to Friday 09 00 – 17 00

Tel: 0845 608 1188

For calls from outside the UK: +44 0207 400 2822



4.4 TRAINING

To find out more about our comprehensive training courses and to reserve a place.

Tel: (44) 0207 400 4639

E-mail: training@butterworths.co.uk